
Air National Guard (ANG) Military Vacancy Announcement (MVA)

(Must be a current ANG member only)

**Change 1*

2011-045

EXECUTIVE OFFICER, COMMANDER

1LT - MAJ

**(Must meet this rank requirement at closeout date)*

Closeout Date: 18 Mar 2011 Close of Business (COB)

To view the most current application procedures/requirements, refer to the ANG Careers webpage at <http://www.ang.af.mil/careers/mva/procedures.asp>

Headquarters ANG Title 10 2-4 year Statutory Tour at **ANGRC/CCE (Joint Base Andrews, MD)**. Must be Air Force Specialty Code (AFSC) **ANY**. Duties and Responsibilities: Highly desired knowledge of NGB Air Directorate policies, operating procedures and organizational structure is required. Should be able to adapt to non-routine situations and quickly adjust in a dynamic environment while maintaining a positive professional relationship with co-workers and superiors. Should be well versed in Air Force Information Management policies and procedures and be familiar with applicable AF and NGB instructions and guidance. Should be experienced in computer hardware and various computer software packages, including Microsoft Office Suite. Supports the Commander, ANGRG who assists the Director, Air National Guard in formulating, developing and coordinating all policies, plans and programs affecting more than 106,700 Guard members in more than 89 units and 200 geographically separated units. To provide trained units and qualified persons available to the President of the United States and Governors of each State, Territory and District, in time of war or national emergency and at such other times as the national security may require to protect life and property and to preserve peace, order and public safety. This position requires the individual to be a motivated, organized self-starter who can work effectively, and be fully independent of direct/constant supervision. Responsible for overall office management and supervision of two (2) Senior Non-Commissioned Officer and one (1) staff personnel to include scheduling, correspondence, and documentation control. Oversee Administrative Quality Control for the front office support staff to include; editing of all correspondence and packages going into or out of the Front Office, and document control and suspense management of all documents and packages going through the front office. Manage the schedules/Calendars for the Commander, Air National Guard Readiness Center to include coordination with such agencies as Director, Air National Guard, Deputy Director, Air National Guard, Special Assistant to the Director Air National Guard, Director of Staff, Air National Guard and each 2 Letter Director Air Staff, Offices of the Adjutants General of the 54 states and territories and the NGB leadership and staff. The workload of this position requires the individual to devote a minimum of 160 hours per month in the performance of these duties. Task accomplishment during other than normal duty hours, to include evenings and weekends, will be performed as required.

Mandatory criteria as indicated in the MVA must be documented on the members report on individual personnel (RIP). If it is not indicated on the RIP, it is incumbent upon the applicant to ensure that the appropriate source documentation is provided with the application.

Must meet the above stated grade/rank requirement by closeout date of advertisement.

Member must have a Secret Clearance or an open investigation to apply for statutory tour positions.

Enlisted applicants who are higher grade than the highest grade for the advertisement must provide a statement of understanding with the application stating he/she is willing to be voluntarily demoted if selected for this position, IAW ANGI 36-25-03, Paragraph 3.4.3.

Officers applying for a statutory tour position must have a minimum of a Bachelors degree prior to applying.

Application for this MVA signifies agreement to the following statement, in accordance with (IAW) Title 18 USC 1001: "I certify that, to the best of my knowledge and belief, all of the information on an attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for rejection or for release from statutory tour after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated."

Questions regarding this advertisement can be sent to hr.apply@ang.af.mil
